

Minutes of a meeting of the Committee of the Whole of the Municipality of Middlesex Centre held this date at the Municipal Office, Coldstream at 7:00 p.m.

ATTENDANCE

PRESENT

Al Edmondson
Albert Bannister
Ken Filson
John Brennan
Clare Bloomfield
Brian Ritchie
Frank Berze

ALSO PRESENT

Cathy Saunders	Chief Administrative Officer/Clerk
Maureen Looby	Manager, Public Works & Engineering
Greg Watterton	Acting Manager, Recreation and Facility Services/Treasurer
Jim McConnell	Manager, Planning & Development Services
Jim Maguire	Facility Supervisor

Al Edmondson presided.

ADDITIONS TO THE AGENDA

None were disclosed by any of the members.

DISCLOSURE OF PECUNIARY INTEREST

None were disclosed by any of the members.

DELEGATION – Bill Sisler, Work Well Audit Presentation

Mr. Bill Sisler of the Municipal Health and Safety Association provided an overview of the Work Well Audit Assessment Middlesex Centre recently completed. He indicated that the purpose of the Work Well Audit Assessment is to assess and identify the strengths and areas of opportunity in the way health and safety is managed at the Municipality of Middlesex Centre. He indicated that the Assessment is based on the requirements of the Ontario *Occupational Health and Safety Act*, *Construction and Industrial regulations*, the *Workplace Safety and Insurance Act*, the Insurance Board Workwell Assessment, and best practices recommended by the Municipal Health and Safety Association. He indicated that the Assessment consisted of a review of the internal safety management processes of the Municipality of Middlesex Centre, interviews with staff and random physical site inspections. He indicated that the Assessment was undertaken based on a request from the Municipality to understand the strengths and opportunities of our current health and safety program and not as a result of an issue or concern. He indicated that a number of Municipalities are undertaking a similar Assessment process.

On the management system analysis part of the Assessment, he indicated that at the time the Assessment was completed, the Municipality attained a score of 22%. He indicated that a score of 75% is preferable. He indicated that the health and safety program at Middlesex Centre is rated highly, however, documentation in the way of policies and written standards are procedures requires improvement. As a result, he indicated that the following key priorities for action were recommended:

- Review, revise, reissue and communicate Health and Safety Policy
- Promote Health and Safety by: Development of a continuous Improvement Plan and regularly communicate health & safety requirements to all staff
- Complete a Risk Assessment for all occupations, followed by development of Job Hazard Analysis for all high and medium risk tasks

- Establish clear accountability for safety by: developing a roles and responsibilities document, investigate all incidents/accident, conduct appropriate employee training, perform workplace inspections in addition to those done by the Joint Health and Safety Committee
- Dedicate time and resources to train new, existing, transferring, and promoted employees. Train Supervisors and managers in their legislated health and safety responsibilities.

The Manager of Public Works and Engineering Department, Maureen Looby indicated that staff has been working on improving our score by completing policies and documentation as recommended. She indicated that a subcommittee has been established to continue to undertake and complete the recommending actions established by the Audit. She indicated that based on what has been completed to-date; our score is currently at 63%.

Mr. Sisler indicated that he has met with staff and reviewed the tasks that have been completed and can confirm that significant gains have been made.

Albert Bannister questioned how often the Health and Safety Committee is required to meet. He indicated that our Committee meets every month which he believes may not be necessary.

Mr. Sisler indicated that legislation requires the Committee to meet at least every three months and that the number of meetings may be reduced by the Committee once 75% compliance has been achieved, however, that would be the decision of the Committee and administration.

Ken Filson indicated that this matter is important to ensure worker safety and protect the Municipality from a liability perspective.

STAFF REPORTS

1. Report No. CAOC012/09 – Leadership Team – 2009 Objectives

Staff responded to inquiries of the Committee with respect to the 2009 Objectives of the Leadership Team. It was agreed that the word “Initiate” in section 3.3 of the Report be changed to the word “Complete”.

CW2009/013

Moved by Frank Berze

Seconded by Ken Filson

THAT the Report of the Leadership Team, dated March 5, 2009 and entitled “**Leadership Team – 2009 Objectives**” as amended, be received.

- Carried -

2. Discussion – 2010 Budget Process

Frank Berze requested that staff provide a brief description of the accounts contained on the General Ledger. After further discussion it was agreed that that staff would bring forward an example report providing descriptions for Committee’s review and input.

It was agreed after some discussion that staff would bring forward draft Capital Budgets to the Committees of Council in October, with the overall Draft Budget being presented to Committee of the Whole in November. At these Budget discussions staff is also to bring forward information on why certain items have increased in price with an explanation for the increase. Also assumptions for increases in the following year’s budget projections are to be discussed during the budget presentations to Committee.

3. Verbal Update from Chair of the Building Committee – Community Wellness and Recreation Centre

Members of the Building Committee, Brian Ritchie, Ken Filson and Frank Berze provided an update on the proposed Community Wellness and Recreation Centre. It was indicated that the Building Committee is seeking direction with respect to the following matters:

- Support to undertake a prequalification process for general contractors prior to the tender being circulated
- Direction to appear before the County Library Board seeking confirmation and support to constructing a new library at the Community Wellness and Recreation Centre site
- Confirmation of the construction of a one pad or two pad arena

Brian Ritchie reviewed the Municipality's Procurement Policy and noted that an open invitation to all contractors to seek prequalification to construct the complex meets the intent of the policy in having an open public process. Frank Berze indicated prequalification assists in ensuring that only contractors that have the experience and capability to carry out the Project are invited to tender for the Project.

Brian Ritchie reviewed the recent discussions that had taken place with County Library staff regarding the Komoka branch library. He indicated that County staff outlined the concern that the current Komoka Library facility is too small in size for the population being serviced and it is recommended that a new larger facility with a square footage of approximately 7,000 square feet be constructed. County staff has indicated that without a new facility, the current library will be unable to offer improved service to the community. County staff also indicated that this new library would serve a larger regional population. Mr. Ritchie stated that the Building Committee supports the initiative to construct a new library on the proposed site and is requesting direction to attend the March 24, 2009 County Library Board meeting to make a formal request for support in principle of a new facility.

The Committee indicated support of the proposal subject to the County of Middlesex ensuring that the construction of the facility would not impact the continuation of a library branch in Delaware and Coldstream.

CW2009/014

Moved by Albert Bannister

Seconded by John Brennan

THAT the Committee of the Whole recommends to Council:

THAT representatives of the Building Committee for the Community Wellness and Recreation Centre Project be directed to attend the March 24, 2009 County Library Board Meeting to request support to relocate the Komoka Library Branch to a new facility to be constructed in conjunction with the Community Wellness and Recreation Centre, containing a square footage or approximately 7,000 square feet at a cost of \$1.5 million dollars; and

FURTHER THAT staff be directed to include this facility in the Municipality's Application under the Building Canada Fund – Ontario for the construction of the Community Wellness and Recreation Centre.

- Carried -

The Committee reviewed the information provided on potential ice rental at the proposed facility. After discussion it was agreed that sufficient response to the request supported the construction of a two-pad arena.

CW2009/015

Moved by Al Edmondson

Seconded by Frank Berze

THAT Committee of the Whole recommends to Council:

THAT a two-pad arena be included in the Komoka Community Wellness and Recreation Centre Project.

- Carried -

ADJOURNMENT

There being no further business, this meeting of the Committee of the Whole adjourned at 10:00 p.m.

CHAIR

CLERK

UNAPPROVED